Instructions for requesting a Payment Amount and a Partial Release of Lien

Contact Raul Soria in the Finance Department via email ONLY, at raulsoria@miamibeachfl.gov. The request is made to the Finance Department and **NOT** the Special Masters Office. You must request a lien statement which will cost \$150.00 and is good for 30 days from the date of notarized signature. Please allow approximately ten (10) working days for this process to be completed. If the property is a condo, you will need to request the statement on the Master folio number, in addition to the individual unit folio number.

Once you receive the lien statement from Finance, you will need to send payment for the partial to one of the following Clerks in the Special Master Office:

Send requests for payment amounts and partial release on cases that begin with "JB" to Cynthia Neves at cynthianeves@miamibeachfl.gov

Send requests for payment amounts and partial release on cases that begin with "JC" and "JF" to Fernanda Silva at fernandasilva@miamibeachfl.gov

Payment should be sent to the following address and to the attention of the Clerk handling the specific case as listed above:

City of Miami Beach Office of the Special Master 1700 Convention Center Drive Miami Beach, Florida 33139

In order for the Special Master Office to complete your request, the following information MUST be provided at the time the request is made:

- Copy of Lien Statement issued by the City. <u>LIEN STATEMENTS</u> <u>GREATER THAN 30 DAYS ARE NOT ACCEPTED.</u>
- 2. Special Master Case Number(s)
- 3. Property address
- 4. Folio number
- 5. Unit number
- Date of Closing and letter if you wish the partial release to be sent to another address other than what the Office of the Special Master has on file.

Once payment is made, please allow at least 30 days for the partial release to be recorded at the Miami-Dade County website. You may check periodically to see if your partial has been documented by visiting the Miami-Dade County's website at www.miamidade.gov.